

**SACRED HEART SCHOOL  
TUITION COLLECTION POLICY**

**SACRED HEART SCHOOL  
TUITION COMMITMENT AGREEMENT  
2021-2022 SCHOOL YEAR**

**PARENT/GUARDIAN(s)** \_\_\_\_\_  
(First Name) (Last)

Enter below the names and grades of students who will attend Sacred Heart School for the 2021-2022 school year.

<u><b>STUDENT NAME(S)</b></u>	<u><b>2021-2022 GRADE</b></u>
_____	_____
_____	_____
_____	_____
_____	_____

Dear Sacred Heart Parents/Guardians,  
The Sacred Heart School options for tuition for the 2021-2022 school year are listed below.  
Please check your intentions.

**SELECT YOUR PAYMENT OPTIONS:**

- A. \_\_\_ FULL PAYMENT** of tuition to be paid on or before the 1<sup>st</sup> day of school.
- B. \_\_\_ SEMI-ANNUAL PAYMENTS** of tuition to be paid on or before the 1<sup>st</sup> day of school and January 1.
- C. \_\_\_ FOUR (4) EQUAL PAYMENTS** of tuition to be paid on or before the 1<sup>st</sup> day of school, November 1, February 1, and April 1.
- D. \_\_\_ NINE (9) PAYMENTS** of tuition to be made in equal monthly payments on or before the start of each month beginning September 1 through May 1.
- E. \_\_\_ I/We** would like to meet with the principal/parish priest to request tuition assistance or payment options as required by the Tuition Policy Guidelines and plan to do so by the 1<sup>st</sup> day of school.

(The appropriate amount from the tuition schedule)

I/We agree to pay Sacred Heart School tuition for our child(ren)'s education (The appropriate amount from the tuition schedule). I have read and understood the Tuition Collection Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SACRED HEART SCHOOL TUITION COLLECTION POLICY

## STATEMENT OF PURPOSE

Due to ongoing and increasing school expenses, it is necessary to collect all school tuition monies. Your tuition is vital to the success of Sacred Heart School, and as such, your commitment to pay your child/children's tuition is considered a primary part of the budgetary requirements to insure the School continues to operate. Financially responsible parties agree to remain current with tuition, lunch and child care invoices.

The following policy has been adopted to help ensure future financial viability:

### Payment Schedules

If no payment has been received 30 days after payment is due, a letter reminding the parent/guardian of their obligation will be sent.

If no contact or payment has been received 60 days after payment is due, a phone call and/or email by the principal or parish priest to the parent/guardian will be made to discuss the reason no payment has been made and determine a plan for payment.

If after 90 days, no payment or contact with the principal or parish priest has been made, the student(s) will not be allowed to attend school and you will be called to pick them up until payment has been received.

### Tuition Assistance

The Diocese of Winona offers tuition assistance to active parishioners who qualify through the SEEDS OF FAITH program. This application is due in the spring (by May 1) of each school year.

If a parent/guardian feels they cannot meet one of the required tuition payment plans, it is their responsibility to request a meeting with the school principal or parish priest for the SEEDS OF FAITH, school assistance or to request an extended payment plan.

Sacred Heart School also offers tuition assistance. Tuition assistance is furnished by special donations. These are limited funds designated for use by families who require **partial help** in the payment of their tuition.

### Student and Parent Expectation

Student must maintain satisfactory attendance and student truancy may result in the loss of financial aid. Parents must make every effort to participate in our fundraising activities, pay fees in a timely manner and meet the minimum requirement for the SCRIP program (\$3000). These activities help to keep our tuition at an affordable rate to ensure your child gets a quality Catholic education at Sacred Heart School.